

**BAHEKELWA IMATHA**

2007 Fawnbrook Dr  
Greensboro, NC 27455  
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**OBJECTIVE:**

A Professional position utilizing Social Services and case management experience

**EXPERIENCE:**

*Lutheran Family Services*

Greensboro, NC

**Caseworker**

2005 to 2007

- Interviewed clients with problems, such as personal and family adjustments, finances, clothing, employment, food, housing, physical and mental impairments to determine nature of problem.
- Aided client to mobilize inner capacities and environmental resources to improve social functioning.
- Counseled, documented, and aided individuals and families and referred them according to their needs to the appropriate social service agency.
- Determined eligibility for financial assistance and performed follow-ups to determine quantity and quality of service provided to clients and status of their case.

*Guilford County Schools*

Greensboro, NC

**Substitute Teacher**

2004 to 2005

- Discussed assigned lesson plans with classroom teacher to coordinate instructional efforts.
- Executed daily operations and maintained a learning environment
- Assisted students, individually and in groups, with lesson assignments.
- Submitted feedback to teacher.

*Elon Home for Children*

Elon, NC

**Teacher**

2003 to 2004

- Taught classes, presented lectures, and participated in other activities to further educational program.
- Executed daily operations of maintaining the learning environment
- Planned course content, method of presentation, and arranged the use of audiovisual equipment and other teaching aids.
- Planned and directed activities associated with class projects.
- Maintained records of grades and attendance.

*University of North Carolina at Greensboro-CNNC*

Greensboro, NC

**Program Coordinator**

2000 to 2003

- Established work plan and staffing for each phase of project and arranged for recruitment and assignment of project personnel.
- Conferred with project staff to outline work plan and to assign duties, responsibilities and scope

of authority.

- Supervised and managed project operations at five locations and supervised about thirty independent contractors, scheduled work hours, resolved conflicts, and determined salaries.
- Reviewed status reports prepared by project personnel and modified schedules and plans as required to ensure project progressed on schedule and within prescribed budget.
- Prepared project reports for management.
- Conferred with project personnel to provide technical advice and to resolve problems.

*Specialized Children Care*

Greensboro, NC

**Residential Counselor**

1998 to 1999

- Discussed programs related to assignment of quarters, social, recreational activities and residential living
- Provided individual and group guidance services relative to problems of scholastic, educational and personal-social nature to residents.
- Administered remedial and corrective actions.
- Assisted residents in making better adjustments and in planning intelligent life goals.

*NC Agricultural & Technical State University*

Greensboro, NC

**Research Associate**

1996 to 1998

- Studied guidelines for projects prepared by professional staff member in order to outline and plan research procedures to be followed.
- Conducted field research, and reviewed related literature.
- Collected, recorded, analyzed and evaluated facts.
- Discussed findings with other personnel in order to evaluate validity of findings.
- Prepared reports of completed projects for publication in technical journals.

#### EDUCATION:

MS, Community Development Policies, 1998

NC AGRICULTURAL AND TECHNICAL STATE UNIVERSITY      GREENSBORO, NC

BA, Philosophy and Religion, Minor in Economics, 1995

LUTHER COLLEGE, DECORAH, IA

#### COMPUTER SKILLS

Proficient experience with computer systems and software: MS Word, Excel, Power Point, and Publisher.

#### LANGUAGES:

- English
- French
- Swahili